



AIC STPINEXT INITIATIVES

A Section 8 Company incorporated by



Plate B, First Floor, Office Block-1, East Kidwai Nagar, New Delhi – 110023
Tel: +91-11-24628081 | URL: www.stpinext.in

No. 3/4(16)/2021-STPINEXT

Employment Notice

The Company hereby invites online applications from the eligible candidates for filling up a vacancy of Chief Operating Officer (COO) for OCTANE, Centre of Entrepreneurship (CoE) at Guwahati. The vacancy is proposed to be filled-up purely on contract basis for a period of three years.

For detailed information and to submit online applications for the aforementioned position **(1 nos)**, the candidates may visit the website of the company **www.stpinext.in** or **www.stpi.in**. Last date for submission of application is **20** days from the date of publication of this notice.



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Job Title	Chief Operating Officer (COO) of OCTANE CoE at Guwahati
Location	Guwahati
No. of Posts	1

Last date of receipt of applications: Within 20 days of publication of advertisement.

Eligibility Criteria-

(a) Educational and other qualifications-

- **Essential:**
Bachelor in Technology/Engineering (or equivalent degree) or Master in Technology/Engineering/Science from a recognized, accredited and reputed institute/university
- **Desirable:**
An MBA part time/full time from a recognized, accredited and reputed institute/university

(b) Work Experience-

- **Essential:**
AIC STPINEXT INITIATIVES is looking to hire an individual with impeccable track record with minimum 8 years of overall experience in the IT industry, start-up as co-founder/founder/CxO and/or as an enabler of Start-up, Innovation & entrepreneurship ecosystem by virtue of managing/leading/scaling reputed Innovation & start-up promoting organizations/ incubators/ accelerators/ centres-of-entrepreneurship/ entrepreneurship development cells / mentoring organization etc

Nature of Appointment: The vacancy is proposed to be filled-up purely on contract basis for a period of three years. The appointment shall come to end on the expiry of the contract period.

Age limit: Less than 45 years as on the last date of submission of application. Further, suitable candidates may be given age relaxation.

Job Description-

- The COO in consultation with the CEO and STPI Jurisdictional Director/OIC of the respective Centre of Entrepreneurship (CoE) shall develop vision, strategy and business model to achieve the objectives of the domain-specific CoE being established by STPI and implemented by AIC STPINEXT INITIATIVES.
 - The COO will closely work with the CEO and STPI Jurisdictional Director/OIC of the respective CoE and report to the CEO for implementation of strategy, review and plan for continuous improvement.
 - The COO will be required:
 - To give direction to the CoE primarily towards establishing the CoE as a key player in domain centric incubation/acceleration which includes strategy to scale, outreach activities, measure impacts, collaborate with the start-up/entrepreneur ecosystem, etc.
 - To provide overall strategic guidance; plan, organize, manage operations, marketing; framing procedures, guidelines, best practices etc. for co-ordination, consolidation, synergy and success of CoE & incubated start-ups.
 - To develop and deploy a process for start-up recruitment including marketing campaigns, awareness drives, outreach programs, hackathons/makathons, open challenges etc.
 - To identify and attract suitable start-ups/entrepreneurs.
 - To nurture and facilitate the growth of start-up and help them become successful.
 - To encourage start-up ventures to innovate, promote the culture of innovation, help them in converting ideas into products/IPs & commercialization, create significant value for start-ups, investors and incubator.
 - To build, cultivate and strengthen collaborative relationships with Govt, academia, other incubators, mentors, venture capitalists, angel/seed funding institutions and other consultants in India and abroad for investing into the right start-ups, develop a strong cadre of mentors, service providers and other start-up ecosystem players, develop and strengthen the requisite ecosystem of entrepreneurship and Innovation as required for the CoE.
 - To organize demo days, seminars, training workshop and create opportunities for start-ups to access investors, industry and potential customers
 - To collaborate and empanel domain specific vendors, IP firms, legal and statutory compliance vendors for access by start-ups
 - To create a team primarily involved in smooth functioning and efficient management of the CoE operations, performing outreach and other promotional activities with the culture of entrepreneurship, openness, integrity and monitor its functioning.
 - To plan & execute activities within the pre-approved quarterly budget including verification & recommendation of release of capex/operating expense, ensure
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proper implementation and strict monitoring of annual plans, budgets and targets of the CoE.

- To identify and generate additional revenue sources to support CoE's sustainability.
- To enforce adherence to annual statutory, legal and audit compliances.
- Report on progress against the set objectives and business plan to CEO, project stakeholders, and relevant authorities.

Key Skills:

- Applicant should have Business Acumen and eye for details.
- Applicant must be able to clearly demonstrate entrepreneurial skills and experience as an enabler for startups/Innovation ecosystem or as an entrepreneur or start-up founder himself/herself.
- Applicant with previous experience of leading an entrepreneurial and ambitious organization with demonstrable success shall be preferred.
- Applicant must have a detailed knowledge of all the domains & areas which constitute the start-up ecosystem
- Applicant with previous experience of working at the senior level position collaborating with government departments/ agencies/ allied organizations/ Private sector/ venture Capitalists, along with demonstration of fundraising for non-profit organizations shall be preferred.
- Applicant shall possess strong presentation, verbal and written communication skills.
- Applicant should be able to effectively manage internal and external stakeholders.
- Applicant must mandatorily have a clear understanding of local, national and global start-up ecosystems.
- Applicant should be familiar with emerging technologies such as Artificial Intelligence, Internet of Things, Machine Learning, Analytics, Block chain, Health Informatics etc.

Compensation:

Consolidated salary of Rs. 1,25,000/- (Rupees One Lakh and Twenty Five Thousand Only) per month. Perks applicable as per the company policy from time to time. The remuneration may vary based on the qualification & experience of the individual.

How to apply:

Candidates meeting the above eligibility requirements may fill up the application online at website of the company www.stpinext.in or www.stpi.in

Selection process:

- (i) Applications received by the last date shall be screened by a duly constituted Committee. Therefore, applicants are required to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility before applying.
- (ii) The 'screened-in' candidates shall be called for Personal Interview.
- (iii) The Candidates, at the time of personal interview, must bring their original documents for verification and one set of duly self-attested photocopies of those documents.
- (iv) Name of the Applicant in application form must be same as mentioned in the certificate of matriculation. In case the candidate has changed his name subsequent to matriculation, the evidence to that effect should be furnished at the time of interview.

Other general terms & conditions:

- (i) Canvassing in any form will be treated as disqualification. Any candidate found canvassing for his candidature will be summarily disqualified.
 - (ii) Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
 - (iii) Mere fulfillment of qualifications and experience requirements does not entitle candidates to be called for test and/or interview.
 - (iv) Candidates are advised to upload certificate of their age, educational qualifications, experience etc. while submitting online applications.
 - (v) In case any candidate found ineligible on any ground after his appointment, his service will be terminated immediately without assigning any reason thereof.
 - (vi) Candidates recommended by the Selection Committee shall be offered the appointment.
 - (vii) Candidates are warned that they should not furnish any false information or submit any document which is defective or fabricated or otherwise commit any act of misconduct in submitting the application form or during the course of recruitment. In case any such case is detected at any stage, the company reserves the right to stop/cancel selection/appointment and take other legal action, as appropriate, against such candidate.
 - (viii) Any litigation will be subject to the jurisdiction of Delhi courts.
 - (ix) No TA/DA will be given for appearing interview.
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